

RAPIDES CHILDREN'S ADVOCACY CENTER

Annual Financial Report

For the Year Ended December 31, 2000

Table of Contents

Independent Auditors' Report	1
Statement of Financial Position	2
Statement of Activities	3
Statement of Functional Expenses	4
Statement of Cash Flows	5
Notes to Financial Statements	6 - 8
<u>Supplemental Information:</u>	
Statement of Activities – I.O.L.T.A. Grant	9
Independent Auditors' Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	10
Summary of Findings and Questioned Cost	11
Management's Corrective Action Plan	12
Summary of Prior Year Findings and Questioned Cost	13

ROZIER, HARRINGTON & McKAY
CERTIFIED PUBLIC ACCOUNTANTS

1407 PETERMAN DRIVE
ALEXANDRIA, LOUISIANA 71301

JOHN S. ROZIER, IV, C.P.A.
M. DALE HARRINGTON, C.P.A.
MARK S. MCKAY, C.P.A.
LEE W. WILLIS, C.P.A.
LAWRENCE E. MAYEAUX, C.P.A.

MAILING ADDRESS
POST OFFICE BOX 12178
ALEXANDRIA, LOUISIANA 71315-2178
TELEPHONE (318) 442-1608
TELECOPIER (318) 487-2027

February 14, 2001

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Rapides Children's Advocacy Center

We have audited the accompanying statement of financial position of the Rapides Children's Advocacy Center (a non-profit organization) as of December 31, 2000, and the related statements of activities, functional expenses and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Rapides Children's Advocacy Center as of December 31, 2000, and the results of its operations and its cash flows for the year then ended in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued a report dated February 14, 2001, on our consideration of the Rapides Children's Advocacy Center's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The supplemental information referred to in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.


ROZIER, HARRINGTON & McKAY
Certified Public Accountants

-Members-

American Institute of Certified Public Accountants • Society of Louisiana CPAs

Rapides Children's Advocacy Center

Statement of Financial Position

December 31, 2000

Assets

Current assets:

Cash and cash equivalents	\$ 259,237
Grants and pledges receivable	191,163
Other current assets	<u>259</u>

Total current assets 450,659

Fixed assets, net of accumulated depreciation 44,904

Total assets \$ 495,563

Liabilities and Net Assets

Current liabilities:

Other current liabilities \$ 6,495

Total current liabilities 6,495

Net assets:

Unrestricted net assets:

Operating	310,717
Board designated - future facility acquisition	<u>46,272</u>
Total unrestricted net assets	356,989

Temporarily restricted 132,079

Total net assets 489,068

Total liabilities and net assets \$ 495,563

The accompanying notes are an integral part of the financial statements.

Rapides Children's Advocacy Center

Statement of Activities

For the Year Ended December 31, 2000

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
<u>Revenue and Support:</u>			
Contributions	\$ 28,387	\$ -	\$ 28,387
Grants	-	128,660	128,660
Court cost	65,945	-	65,945
Other income	15,042	-	15,042
Net assets released from restrictions	110,843	(110,843)	-
Total revenue and support	<u>220,217</u>	<u>17,817</u>	<u>238,034</u>
<u>Functional expenses:</u>			
Program services:			
Forensic Interviewing	75,441	-	75,441
CASA	147,906	-	147,906
Total program services	<u>223,347</u>	<u>-</u>	<u>223,347</u>
Supporting services:			
Management and General	86,812	-	86,812
Fund raising	5,284	-	5,284
Total supporting services	<u>92,096</u>	<u>-</u>	<u>92,096</u>
Total functional expenses	<u>315,443</u>	<u>-</u>	<u>315,443</u>
Increase (decrease) in net assets	(95,226)	17,817	(77,409)
Net assets - beginning of year	<u>452,215</u>	<u>114,262</u>	<u>566,477</u>
Net assets - end of year	<u>\$ 356,989</u>	<u>\$ 132,079</u>	<u>\$ 489,068</u>

The accompanying notes are an integral part of the financial statements.

Rapides Children's Advocacy Center

Statement of Functional Expenses For the Year Ended December 31, 2000

	Program Services			Supporting Services			Total Expenses
	Forensic Interviewing	CASA	Total	Management and General	Fund Raising	Total	
Depreciation	\$ 5,389	\$ 9,351	\$ 14,740	\$ 6,216	\$ -	\$ 6,216	\$ 20,956
Insurance	1,664	2,996	4,660	1,997	-	1,997	6,657
Other	363	1,429	1,792	3,490	5,284	8,774	10,566
Payroll taxes and benefits	4,371	7,867	12,238	5,245	-	5,245	17,483
Professional services	4,621	5,726	10,347	3,384	-	3,384	13,731
Salaries and wages	50,973	88,455	139,428	58,794	-	58,794	198,222
Supplies	1,641	5,977	7,618	4,948	-	4,948	12,566
Telephone and utilities	4,284	2,368	6,652	2,317	-	2,317	8,969
Travel and education	2,135	23,737	25,872	421	-	421	26,293
Total expenses	\$ 75,441	\$ 147,906	\$ 223,347	\$ 86,812	\$ 5,284	\$ 92,096	\$ 315,443

The accompanying notes are an integral part of the financial statements.

Rapides Children's Advocacy Center

Statement of Cash Flows

For the Year Ended December 31, 2000

Cash flows from operating activities:

Change in net assets	\$ (77,409)
Adjustments to reconcile changes in net assets to net cash provided (used) by operating activities:	
Depreciation	20,956
Change in operating assets and liabilities:	
(Increase) decrease in grants and pledges receivable	134,530
Increase (decrease) in other current liabilities	<u>2,277</u>
Net cash provided (used) by operating activities	<u>80,354</u>

Cash flows from investing activities:

Purchase of fixed assets	<u>(2,028)</u>
Net cash provided (used) by investing activities	<u>(2,028)</u>
Net increase (decrease) in cash and cash equivalents	78,326
Cash and cash equivalents - beginning of year	<u>180,911</u>
Cash and cash equivalents - end of year	<u>\$ 259,237</u>

Supplemental Data:

For the year ended December 31, 2000, there were no cash payments for interest or income taxes. Furthermore, there were no significant noncash investing or financing activities during the year.

The accompanying notes are an integral part of the financial statements.

RAPIDES CHILDREN'S ADVOCACY CENTER

Notes to Financial Statements

December 31, 2000

Note 1 – Summary of Significant Accounting Policies:

Organization:

The Rapides Children's Advocacy Center (the Center) is a non profit organization which utilizes an interagency approach to the investigation, prosecution and treatment of child sexual and physical abuse. The mission of the Center is to lessen the trauma experienced by child abuse victims as allegations are investigated and to provide support for the child victim in any resulting proceeding within the criminal justice system. Program activities conducted in pursuit of this mission are described as follows:

Forensic Interviewing – Child protection and law enforcement agencies refer children to the Center for confidential interviews regarding reports of child abuse. The interviews are conducted by specially trained professionals in a homelike setting. Interviews are recorded on videotape while making every effort to help the child feel safe, comfortable and supported.

CASA - Court Appointed Special Advocates (CASAs) are trained community volunteers appointed by the judge to represent the interests of abused and neglected children. CASAs conduct an independent investigation for the purposes of providing the court with objective recommendations regarding the child's best interest. The Center recruits, screens and trains CASA volunteers.

Basis of Presentation:

The financial statements have been prepared on the accrual basis in conformity with generally accepted accounting principles. Preparation of financial statements in conformity with generally accepted accounting principles requires certain estimates and assumptions that affect reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

As required by Statement of Financial Accounting Standards (SFAS) No. 117, net assets and activities are classified in the following manner:

Unrestricted – Net assets that are not subject to significant donor imposed restrictions.

Temporarily Restricted – Net assets subject to certain donor imposed restrictions and restrictions imposed by grant agreements. Temporary restrictions apply when the restriction can be fulfilled by actions of the Center or by the passage of time.

Permanently Restricted – Net assets subject to donor imposed restrictions that require these assets to be maintained in a perpetual manner.

Income Taxes:

The Center is a not-for-profit corporation that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. Furthermore, the Center is not classified as a "private foundation" by the Internal Revenue Service.

RAPIDES CHILDREN'S ADVOCACY CENTER

Notes to Financial Statements

December 31, 2000

Promises to Give:

As required by generally accepted accounting principles, unconditional promises to give are reported as revenue when the promise is made. Conditional promises to give are recognized as revenue when the necessary conditions are fulfilled.

Cash and Cash Equivalents:

Cash and cash equivalents represent bank deposits and highly liquid investments with original maturities of three months or less.

Fixed Assets:

Fixed assets are recorded at cost on the date of acquisition. Donated property is recorded at the estimated fair value upon receipt. Depreciation is computed using accelerated methods over estimated useful lives ranging from 5 to 8 years.

Assets donated with explicit restrictions regarding their use and contributions of cash earmarked to acquire property and equipment are reported as temporarily restricted support. Absent donor stipulations regarding how long those donated assets must be maintained, the Center reports expirations of donor restrictions when the donated or acquired assets are placed in service. The Center reclassifies temporarily restricted net assets to unrestricted net assets at that time.

Donated Services:

Volunteers are utilized extensively for both program and supporting services. Contributed services are recognized if the services require specialized skills and the Center would be required to purchase these services if donated services were not available. None of the contributed services received during the year ended December 31, 2000 were recognized as revenue.

Compensated Absences:

Employees are allowed to accumulate and carry over a maximum of 40 hours of vacation time per year. Actual amounts carried over were immaterial at December 31, 2000.

Note 2 – Grants and Pledges Receivable:

Grants and pledges receivable consisted entirely of unconditional promises to give. Details regarding the amount reported on the Statement of Financial Position are provided as follows:

	<u>2000</u>
Grants:	
National Children's Alliance	\$ 10,000
State Bar Association – I.O.L.T.A Grant	15,000
Louisiana Commission on Law Enforcement	97,550
Court cost	18,613
CHRISTUS Foundation	50,000
<u>Total</u>	<u>\$ 191,163</u>

RAPIDES CHILDREN'S ADVOCACY CENTER

Notes to Financial Statements

December 31, 2000

Grants and pledges are considered entirely collectible and there is no allowance for doubtful accounts. Furthermore, the entire balance is considered collectible with one year.

Note 3 – Fixed Assets:

Details regarding fixed assets utilized by the Center are presented as follows:

	<u>2000</u>
Furniture, fixtures and equipment	\$ 91,326
Leasehold improvements	87,797
Total fixed assets	179,123
Accumulated depreciation	(134,219)
Fixed assets net of accumulated depreciation	<u>\$ 44,904</u>

Note 4 – Temporarily Restricted Net Assets:

The unexpended portion of various grants has been classified as temporarily restricted due to restrictions imposed by the grantor. Details regarding the temporarily restricted amounts are presented as follows:

	<u>2000</u>
National Children's Alliance	\$ 10,000
State Bar Association – I.O.L.T.A Grant	15,000
CHRISTUS Foundation	50,000
Louisiana Commission on Law Enforcement	57,079
Temporarily restricted net assets	<u>\$ 132,079</u>

Note 5 – Concentration of Credit Risk:

At December 31, 2000, funds on deposit with various financial institutions exceeded available Federal Deposit Insurance Coverage by approximately \$171,655.

Rapides Children's Advocacy Center

Statement of Activities

I.O.L.T.A - Grant

For the Year Ended December 31, 2000

I.O.L.T.A. - grant revenue	<u>\$ 15,000</u>
<u>Expenses:</u>	
Personnel	
Executive	10,000
Administrative	<u>8,000</u>
Total Expenses	<u>18,000</u>
Increase (decrease) in net assets	(3,000)
Net Assets - Beginning of Year	<u>18,000</u>
Net Assets - End of Year	<u>\$ 15,000</u>

ROZIER, HARRINGTON & McKAY
CERTIFIED PUBLIC ACCOUNTANTS

1407 PETERMAN DRIVE
ALEXANDRIA, LOUISIANA 71301

JOHN S. ROZIER, IV, C.P.A.
M. DALE HARRINGTON, C.P.A.
MARK S. MCKAY, C.P.A.
LEE W. WILLIS, C.P.A.
LAWRENCE E. MAYEAUX, C.P.A.

MAILING ADDRESS
POST OFFICE BOX 12178
ALEXANDRIA, LOUISIANA 71315-2178
TELEPHONE (318) 442-1608
TELECOPIER (318) 487-2027

February 14, 2001

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE AND ON
INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Directors
Rapides Children's Advocacy Center

We have audited the financial statements of the Rapides Children's Advocacy Center, as of and for the year ended December 31, 2000, and have issued our report thereon dated February 14, 2001. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether Rapides Children's Advocacy Center's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Rapides Children's Advocacy Center's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended for the information of management. However, this report is a matter of public record and its distribution is not limited.



ROZIER, HARRINGTON & MCKAY
Certified Public Accountants

-Members-

American Institute of Certified Public Accountants • Society of Louisiana CPAs

RAPIDES CHILDREN'S ADVOCACY CENTER

Summary of Findings and Questioned Cost For the Year Ended December 31, 2000

We were engaged to audit the financial statements of the Rapides Children's Advocacy Center as of and for the year ended December 31, 2000, and have issued our report thereon dated February 14, 2001. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our report expresses a unqualified opinion on the financial statements for the year ending December 31, 2000.

Section I - Summary of Auditor's Results:

- a. The report on internal control and compliance material to the financial statements reported the following items:
 - Internal Control – There were no reportable conditions.
 - Compliance – No noncompliance that is material to the financial statements.
- b. Federal Awards:
 - N/A - Federal Awards received during the year ended December 31, 2000 were not sufficient in amount to require a Single Audit.
- c. Identification of Major Programs:
 - N/A – There are no major programs for the year ended December 31, 2000.

Section II - Findings Relating to the Financial Statements Which are Required to be Reported in Accordance with Generally Accepted Governmental Auditing Standards:

- None.

Section III - Findings and Questioned Costs for Federal Awards Which Shall Include Audit Findings as Defined by OMB Circular A-133:

- None.

RAPIDES CHILDREN'S ADVOCACY CENTER

Management's Corrective Action Plan For the Year Ended December 31, 2000

<u>SECTION I</u> INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS.	
N/A – No findings of this nature were reported.	Response – N/A
<u>SECTION II</u> INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS	
N/A – No findings of this nature were reported.	Response – N/A
<u>SECTION III</u> MANAGEMENT LETTER	
N/A – No management letter was issued with this report.	Response – N/A

RAPIDES CHILDREN'S ADVOCACY CENTER

Summary of Prior Year Findings and Questioned Cost For the Year Ended December 31, 2000

<u>SECTION I</u> INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS.	
N/A – No findings of this nature were reported.	Response – N/A
<u>SECTION II</u> INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS	
N/A – No findings of this nature were reported.	Response – N/A
<u>SECTION III</u> MANAGEMENT LETTER	
<u>99-1, Employee Health Insurance:</u> <p>The Center does not provide group health insurance coverage for its employees; however, the Center has adopted a policy that permits reimbursement for premiums incurred by employees in connection with maintaining private health insurance coverage. Any reimbursement for private health insurance premiums is considered to be part of an employees gross wages, but it has come to our attention that the reimbursements provided by the Center were excluded from amounts reported as gross wages. Accordingly, income taxes withheld by the Center and certain employment taxes paid by the Center have been calculated incorrectly.</p>	<u>99-1, Resolved:</u> <p>The Rapides Children's Advocacy Center is reporting the amounts reimbursed for premiums for private health insurance as a taxable fringe benefit, and is properly reporting withholdings and employment taxes. All amounts reimbursed during the current year were included in employee gross wages.</p>
<u>99-2, Local Travel:</u> <p>It has come to our attention that some employees receive allowances for local travel that are excluded from the employees gross income. In order for a travel allowance to be appropriately excluded from gross wages the employee must be required to furnish certain information to account for the allowance; however, the necessary information was not provided.</p>	<u>99-2, Resolved:</u> <p>Management is now requiring documentation to support any travel expenses incurred by employees. Amounts received by employees prior to this requirement have been included in gross wages as a taxable fringe benefit.</p>

DATA COLLECTION FORM

FOR REPORTING ON AUDITS OF STATE AND LOCAL GOVERNMENT AND QUASIPUBLIC ENTITIES

OMB Form 0348-0057 may be used as a substitute for this form.

Date Submitted 3/29/01

RETURN to: Legislative Auditor
Attn: Engagement Processing
Post Office Box 94397
Baton Rouge, Louisiana 70804-9397

1. Fiscal Year Ending Date For This Submission:
_12/_31/_00

3. Audit Period Covered

☒ Annual ☐ Biennial
☐ Other to

2. Type of Report:

☐ Single Audit ☒ GAO Audit Standards Audit
☐ Compilation ☐ Compilation/Attestation
☐ Program Audit ☐ Other

4. AUDITEE INFORMATION

Auditee Name

Rapides Children's Advocacy Center

Street Address (Number and Street)
1506 Albert Street

Mailing Address (PO No.)
1506 Albert Street

City State Zip
Alexandria LA 71301

Auditee Contact
Name Title
Patricia Hilton Executive Director

Telephone Fax
(318) 448-4006
Email (Optional)

5. AUDITOR INFORMATION

Firm Name

Rozier, Harrington & McKay, CPA's

b. Street Address (Number and Street)
1407 Peterman Drive

Mailing Address (PO No.)
P. O. Box 12178

City State Zip
Alexandria LA 71315

c. Auditor Contact
Name Title
Lee W. Willis Certified Public Accountant

Telephone Fax
(318) 442-1608 (318) 487-2027
Email (Optional)

Component Units Included Within the Report and for Which No Separate Report Will Be Issued:
None

If there are no modifications to the auditor's financial opinion, no reportable conditions, no material weaknesses, no reported instances of noncompliance, and no management letter, check this box; do not complete the rest of the form.

☐

6. FINANCIAL STATEMENTS

a. Type of audit report on financial statements. ☐ Not Applicable

☒ Unqualified Opinion ☐ Qualified Opinion ☐ Adverse Opinion ☐ Disclaimer of Opinion

b. Is a 'going concern' explanatory paragraph included in the audit report? ☐ Yes ☒ No

c. Do any of the funds have deficit fund balances? ☐ Yes ☒ No

d. Is there a related party footnote? ☐ Yes ☒ No

7. INTERNAL CONTROL

Do the comments on internal control include: ☐ material weaknesses ☐ reportable conditions ☒ not applicable

8. COMPLIANCE

Do the comments on compliance include: ☐ illegal acts ☐ fraud/criminal acts ☒ not applicable

9. MANAGEMENT LETTER (Finding Caption and No.)

None. Resolved ☐ Yes ☒ No ☐ No Longer Applicable
Resolved ☐ Yes ☒ No ☐ No Longer Applicable
Resolved ☐ Yes ☐ No ☐ No Longer Applicable

10. SCHEDULE OF CURRENT YEAR FINDINGS/QUESTIONED COSTS (Finding Caption and No.)

None. \$ Resolved ☐ Yes ☐ No ☐ No Longer Applicable
\$ Resolved ☐ Yes ☐ No ☐ No Longer Applicable
\$ Resolved ☐ Yes ☐ No ☐ No Longer Applicable
\$ Resolved ☐ Yes ☐ No ☐ No Longer Applicable
\$ Resolved ☐ Yes ☐ No ☐ No Longer Applicable
\$ Resolved ☐ Yes ☐ No ☐ No Longer Applicable

Do any findings address nepotism, ethics violations or related party transactions? ☐ Yes ☐ No

Do any findings address violation of bond indenture covenants? ☐ Yes ☐ No

11. SCHEDULE OF PRIOR YEAR FINDINGS/QUESTIONED COSTS (Finding Caption and No.)

99-1 Employee Health Insurance Resolved ☒ Yes ☐ No ☐ No Longer Applicable
99-2 Local Travel Resolved ☒ Yes ☐ No ☐ No Longer Applicable
Resolved ☐ Yes ☐ No ☐ No Longer Applicable
Resolved ☐ Yes ☐ No ☐ No Longer Applicable
Resolved ☐ Yes ☐ No ☐ No Longer Applicable

AUDITEE SIGNATURE

Patricia Hilton Date 2/19/2001